

Effective Policy
Date 7/11/13

DEPARTMENT OF PARKS & RECREATION
100 E. Walnut Street
Evansville, Indiana 47713
Phone: (812) 435-6141 ext: 0 Fax: (812) 435-6142

PAID:
\$
\$ - CK - CC

USAGE
APRIL 1 - OCTOBER 31

PARK PAVILIONS RENTAL

	<u>Exempt</u>	<u>Sales Tax</u>
Mesker # 3	\$70.00	\$74.90
Mesker # 15	\$80.00	\$85.60
Mesker # 17	\$80.00	\$85.60
Garvin Pool Shelter	\$55.00	\$58.85

	<u>Exempt</u>	<u>Sales Tax</u>
Wesselman # 1 East	\$70.00	\$74.90
Wesselman # 1 West	\$70.00	\$74.90
Wesselman # 2 North	\$70.00	\$74.90
Wesselman # 2 South	\$70.00	\$74.90

NO SMOKING IN MESKER SHELTERS

Or within 25' of the shelter

SHELTER HOURS: 8:00 am – 11:00 pm

All Fees above are subject to Seven Percent (7 %) Indiana Sales Tax unless Lessee provides verification of Non-Profit Status with Tax Exempt Identification Number at the time of rental.

Policies and Rules

1. ALL PARKS CLOSE AT **11:00 P.M.**
2. Shelter houses will be rented to the public for their use on a fee basis according to the fee schedule set by the Board of Park Commissioners.
3. After January 1st of each calendar year, shelter house reservations will be available on a first come, first -serve basis.
4. Shelter house reservations can be made in person at the office of the Dept. of Parks and Recreation during normal business hours: 8:00 am to 5:00 pm Monday-Friday (except on Holidays) or charged by phone by dialing 435-6141 ext 0. Shelter house fees shall be paid in full at the time of reservation. Lessee shall retain and have receipt of shelter house reservation on the day of the rental.
5. Lessee must be **eighteen (18) years of age or older** and must sign this form as proof he/she has read these Policies and Rules and will be responsible for the conduct of all guests and invitees of Lessee.
6. Fee-based or revenue producing activities are not allowed at any shelter house.
7. No glass containers are permitted in the park or at the shelter houses.
8. Underage drinking is not permitted in the park or at the shelter houses.
9. **No alcoholic beverages can be sold, furnished or supplied unless lessee complies with the Department of Parks and Recreation's ("DPR") Alcohol Rules and Regulations for Park Use, a signed copy of which must be submitted to DPR at least 48 hours prior to the event.**
10. Music shall be played at levels that will not disturb shelter house neighbors or other users of the park.
11. Fireworks are not allowed on park property or in any shelter house.
12. **LESSEE MAY NOT ENTER THE SHELTER HOUSE UNTIL 8:00 A.M. THE MORNING OF THE RENTAL DATE DUE TO THE CLEANING SCHEDULE . Entering shelter before 8:00 am or leaving shelter after 11:00 pm subject to charging an additional rental day.**
13. All keys must be obtained during normal business hours no more than three (3) business days prior to the rental date and provide a **THIRTY DOLLAR (\$30)** security deposit for the key and condition of the shelter house. **NOTE: This is the only key to the shelter house.** The security deposit will be refunded when the key is returned and the shelter has been left in satisfactory condition within three (3) business days after the rental date. Lessees who fail to return the key or leave the shelter in an unclean manner or have damaged the facility will forfeit the deposit. If necessary, additional cost for repairs to the shelter house will be sought against the lessee if facility is damaged during rental.
14. Shelters will be checked after the rental date by Maintenance Staff. All personal articles or decorations must be removed the day of the rental or they will be discarded. **THE DEPARTMENT OF PARKS & RECREATION WILL NOT BE RESPONSIBLE FOR ANY ARTICLES LEFT IN THE SHELTER HOUSE.**
15. Cancellation of reservations shall be made **ONE-WEEK** prior to the day of rental. Reservations may be rescheduled (during current season) depending upon availability of other shelter houses.
16. The key to the shelter house also fits the dumpster. Please make sure all trash is placed inside at the end of the rental day.
17. Lessee is responsible for bringing their own trash bags. Thank you for participating in helping us keep our Parks clean.
18. Shelter house, restrooms, and dumpster must be locked at the completion of the rental day.

If you experience problems at the shelter house, please call: **568-9506**

For emergencies call **POLICE: 911**

YOU MUST BRING THE KEY ON THE DAY OF YOUR RENTAL AS IT IS THE ONLY KEY TO ACCESS THE SHELTER HOUSE OR RESTROOM.

"Lessee":

I have read and understand the above rules and will abide by these policies.

Name (printed): _____

Rental Date: _____

Signature: _____

Purchase Date: _____

Address: _____

DEPARTMENT OF PARKS AND RECREATION

City,ST, Zip: _____

APPROVED BY: _____

Phone # : _____

Alternate #: _____